



## ***JOB OPPORTUNITY***

### **Education Assistant**

Beautiful Mission San Juan Capistrano is seeking an energetic, friendly and organized individual to serve in this part time position. The Education Assistant is responsible for assigned projects relating to education programs held on the Mission grounds.

Responsibilities include, but are not limited to as follows:

- Assist in the development and implementation of educational programs designed to teach Mission and/or cultural history.
- Assist and participate in the presentation of education programs including but not limited to Mission Matters, Summer Camps or other Mission sponsored educational programs. May serve as instructor in absence of Education and Interpretive Program Manager.
- Assists with the preparation, storage and inventory of curriculum materials and supplies.
- Promotes Mission education programs to increase public awareness which may include:
  - Assist in the development and distribution of educational brochures, web site design or other promotional materials.
  - Provide courteous information to the public, volunteers and staff.
  - Present educational program information at various education institutions, public functions, Mission events or other opportunities, as required.
- May assist in scheduling students or groups for education programs and/or tours.
- Supports Education Department by collaborating and coordinating with other staff in carrying out programs and projects.
- Perform related duties and responsibilities as required.

#### **Minimum Qualifications and Experience**

- Experience working in education and teaching environment.
- Knowledge of early California history and cultural traditions.

- Knowledge of proper teaching methods involving elementary age students.
- Ability to manage multiple tasks with attention to detail.
- Ability to deliver outdoor education programs in highly energized environment.
- Ability to relate and connect to students while delivering the lesson or instructions in a fun and upbeat manner.
- Ability to understand and follow established operating procedures.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to perform duties in a professional manner.
- Ability to establish and maintain effective working relationships with diverse individuals and groups.
- Ability to exhibit accurate, dependable and reliable work habits and be detailed oriented.
- Possess good problem solving skills.
- Bachelor's degree desired or in progress with major work in education, history or related field. Experience may be substituted.
- Experience in education programs or summer camp environment.

**WORKING CONDITIONS:**

- Working environment includes office and outdoor field setting on Mission grounds including exposure to inclement weather.
- Extensive contact with the public.
- Job functions may require prolonged periods of sitting or standing; walking on uneven ground; climbing stairs; lifting and carrying 20 to 25 pounds; and use of computer keyboard.

**Application Process**

Submit a completed and signed application to the address listed below. Resumes may be included, but not in lieu of a signed application. Applications available at <http://missionsjc.com/about/jobs> or call 949-234-1308 or [ndavis@missionsjc.com](mailto:ndavis@missionsjc.com)

Mission San Juan Capistrano  
Attention: Nancy Davis, HR Director  
26801 Ortega Highway  
San Juan Capistrano, CA 92675